

25X1A

REGULATION

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190008-3

SECRET

25X1A

ORGANIZATION
5 April 1954

LOGISTICS OFFICE

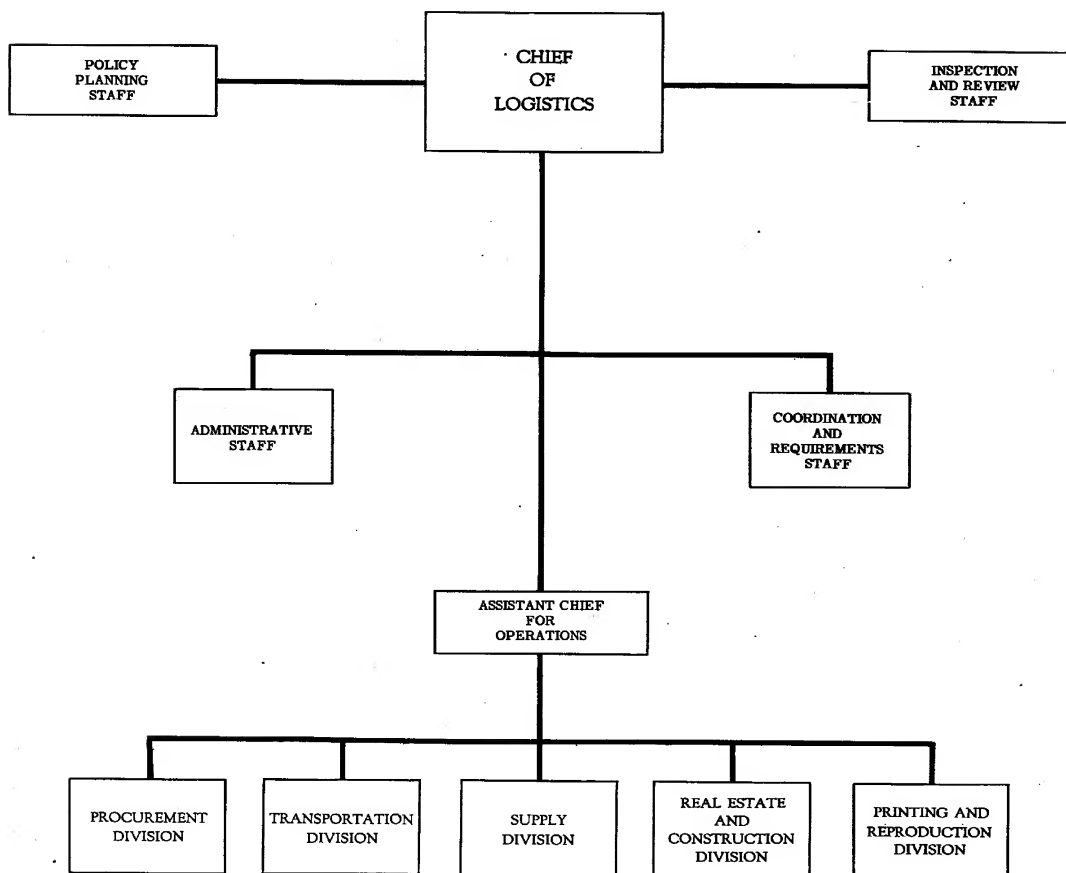


Figure 4

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REGULATION

ORGANIZATION
5 April 1954**LOGISTICS OFFICE****15. MISSION**

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency.

16. FUNCTIONS

The Chief of Logistics shall:

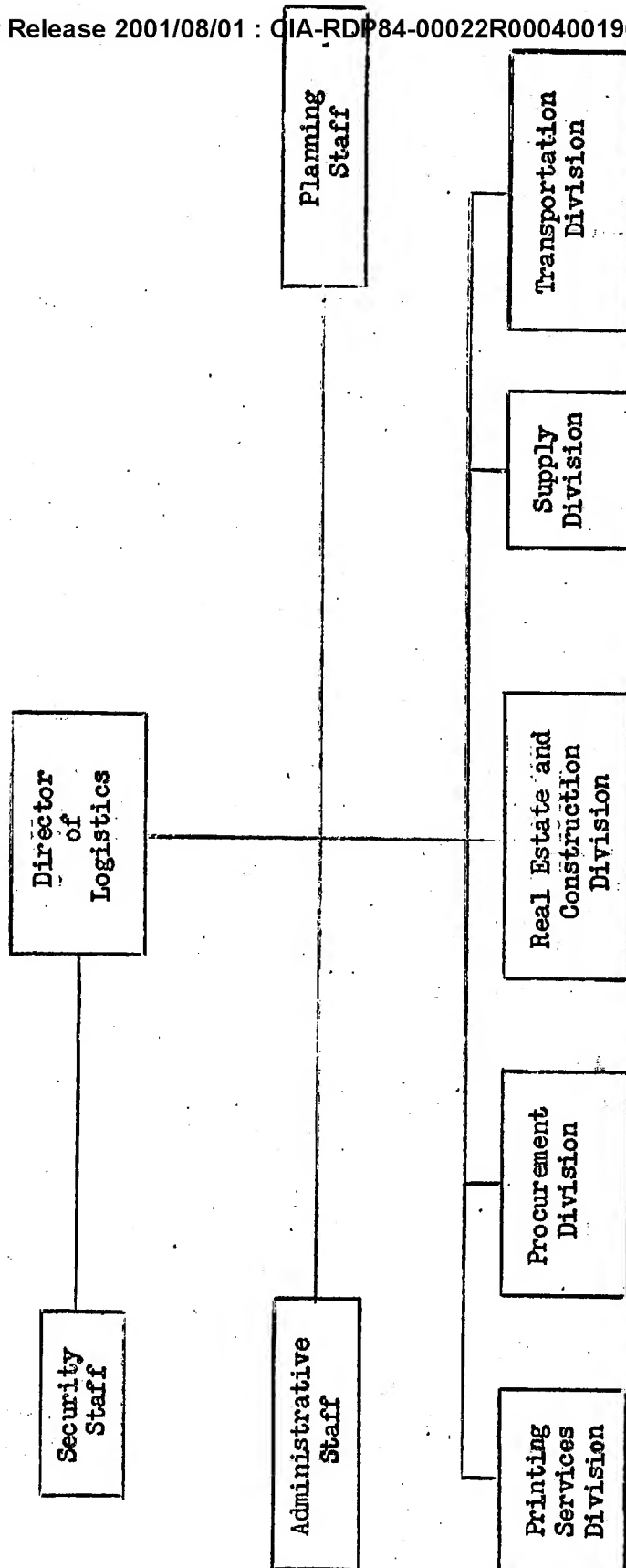
- a. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
- b. Procure, or provide technical guidance as necessary for the procurement of services, and materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
- c. Negotiate, with officials of other Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
- d. Provide domestic facilities and technical guidance for operation of overseas facilities, for receiving, inspecting, warehousing, packing, issuing, and disposing of supplies and equipment.
- e. Arrange for the transportation of personnel, equipment, property, and supplies; and provide headquarters motor pool service.
- f. Provide for the maintenance and servicing of all Agency vehicles in the metropolitan area of Washington, D. C.
- g. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
- h. Provide for the design and construction of office space, warehousing, living quarters, communications, and monitoring facilities and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration; acquire real estate, improved or unimproved, by purchase or otherwise; and determine space requirements and effect space procurement, planning and allocation on a worldwide basis. Provide building maintenance, moving, and telephone service to meet the needs of the Agency within the metropolitan area of Washington, D. C.
- i. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate.
- j. Develop and implement regulations and procedures pertaining to an integrated Agency stock-accounting system.
- k. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.
- l. Provide reproduction and printing service.
- m. Maintain the headquarters mail and courier service.

17. ORGANIZATION

See organization chart, Figure 4.

S-E-C-R-E-T

OFFICE OF LOGISTICS



LOG-1

30 September 1955

S-E-C-R-E-T

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ORGANIZATION
17 February 1956

SECRET

OFFICE OF LOGISTICS

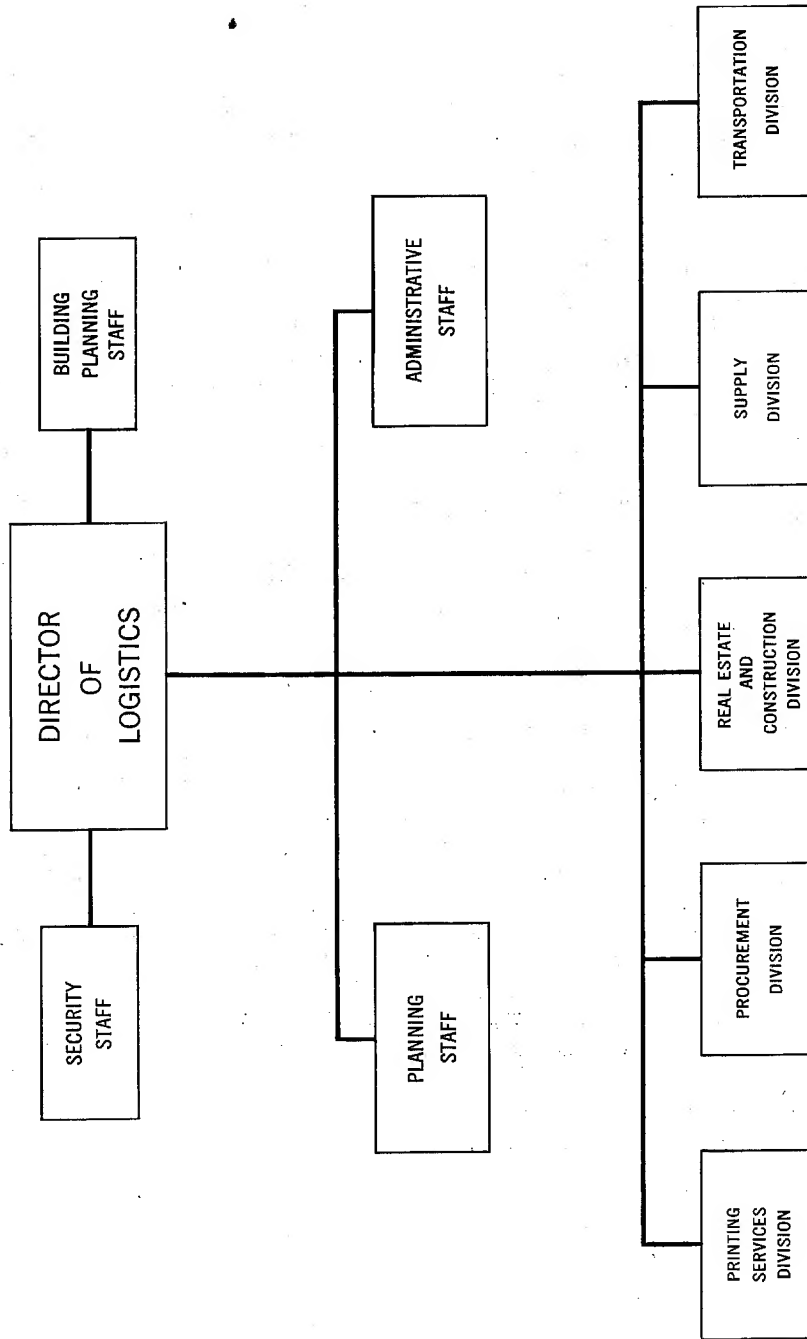


Figure 6

HS/HC-147

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REGULATION 25X1A

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REGULATIONORGANIZATION
17 February 1956**OFFICE OF THE COMPTROLLER****8. COMPTROLLER****a. MISSION**

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; and will provide machine records service.

b. FUNCTIONS

The Comptroller shall:

- (1) Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- (2) Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
- (3) Supervise the operation of all budget and all financial programs of the Agency.
- (4) Develop and maintain effective budgetary and financial reporting of the Agency's activities.
- (5) Assist the Director in presentation of the Agency annual budget estimates to the Bureau of the Budget and the Congress.
- (6) Control all liaison and contacts with the Bureau of the Budget on Agency matters.
- (7) Supervise all liaison with other agencies in connection with budget and finance matters.
- (8) Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- (9) Provide budget and fiscal services for the National Security Council.
- (10) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- (11) Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for domestic and overseas installations.
- (12) Develop and maintain effective program and financial analysis and prepare and distribute appropriately analytical reports and statements.
- (13) Provide electric accounting machine record service for administrative and selected operational activities.

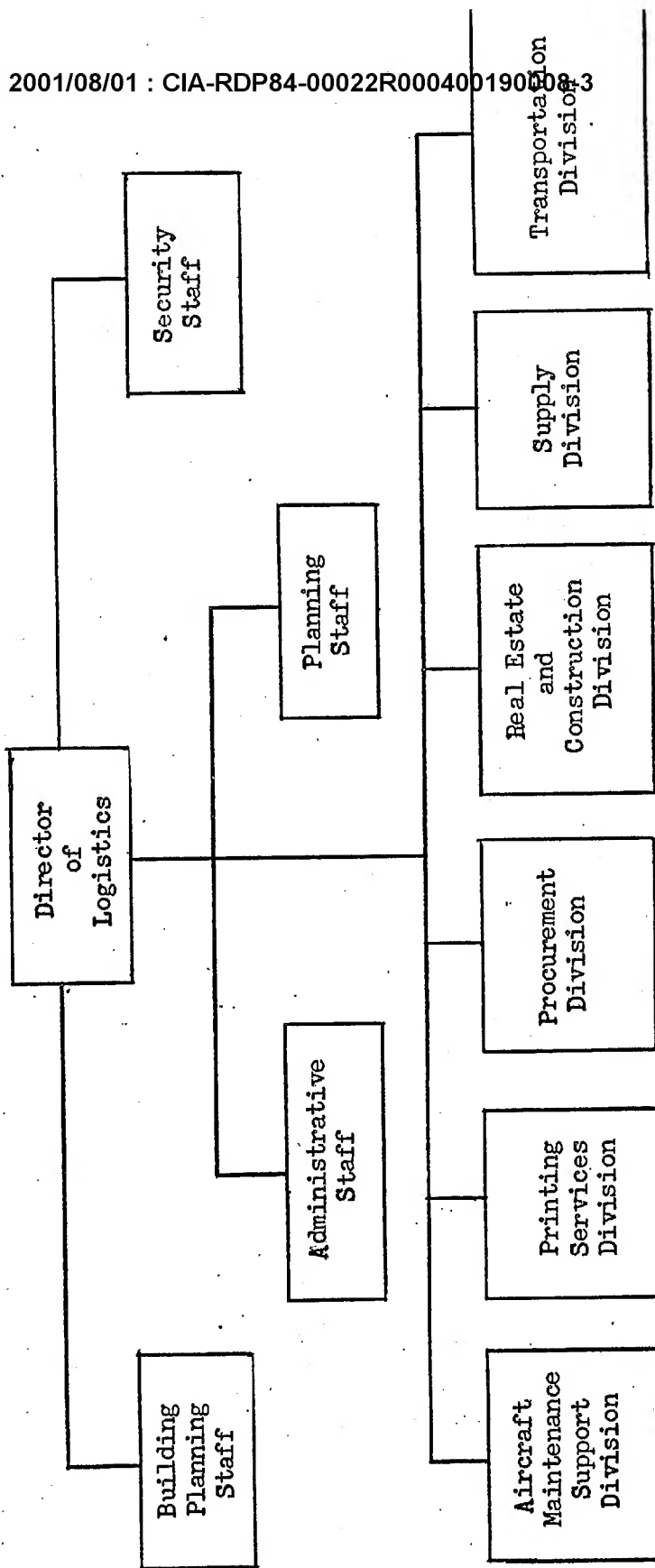
c. ORGANIZATION

See organization chart, figure 5.

S-E-C-R-E-T

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OFFICE OF LOGISTICS



30 September 1956

S-E-C-R-E-T

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From Comptroller's FY 1958 budget records.
(September 1956), Secret

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CHANGE 1
ORGANIZATION
27 December 1956

SECRET

OFFICE OF LOGISTICS

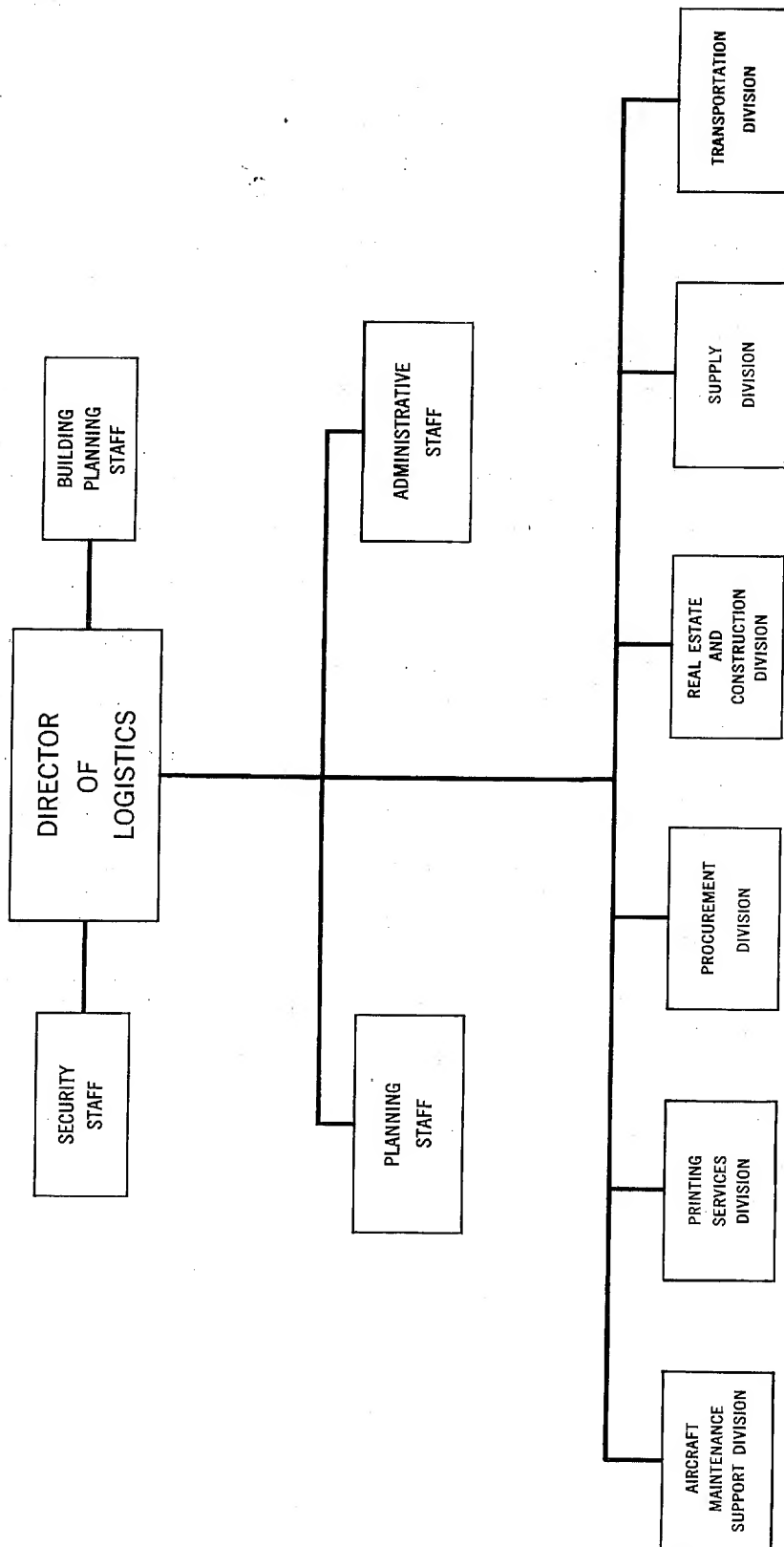


Figure 6

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ORGANIZATION

Revised 25 February 1958

OFFICE OF THE COMPTROLLER

8. COMPTROLLER

a. MISSION

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b. FUNCTIONS

The Comptroller shall:

- (1) Recommend the establishment of Agency fiscal and budget policies and establish procedures for their implementation.
- (2) Develop, prepare, and execute the Agency budget and finance programs and furnish advice and assistance to Agency officials in all matters of finance and budget policy.
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- (12) Develop and maintain effective financial analysis of Agency activities and prepare and distribute analytical reports and statements.
- (13) Provide electric accounting machine record service for administrative and selected operational activities.

c. ORGANIZATION

See organization chart, figure 5.